

SPECIFIC PLAN – Application

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$9,170	4900
DPLU ENVIRONMENTAL			\$5,340	4900
DPW ENGINEERING			\$640	
DPW INITIAL STUDY REVIEW			\$2,890	
STORMWATER		---		
DEH	SEPTIC/WELL	--		
	SEWER	---		
DPR		\$398		
INITIAL DEPOSIT \$18,438				

VIOLATION FEE none

***See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as “pdf” files, then **submitted on CD’s**. The forms have “Data Entry Form Fields” and can be completed and saved on your computer.

---	Copy of Map and Text
126	Acknowledgement of Filing Fees and Deposits
299	Supplemental Public Notice Certification
305	Ownership Disclosure
320	Evidence of Legal Parcel (and any deeds)
367	(AEIS) Application for an Environmental Initial Study
399F	Fire Availability Form
399S	Sewer Availability Form
399SC	School Availability Form
399W	Water Availability Form
514	Public Notice Certification
524	Vicinity Map/Project Summary

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.

---	Map and Text (see Note #2): Three (3) hard copies.
346	Discretionary Permit Application Form : One (1) hard copy.

524 Vicinity Map/Project Summary: **One (1) hard copy.**

--- Public Notice Package

- a. One (1) set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners.
- b. One (1) set of stamped (**with USPS Forever Stamps**) and addressed envelopes (4¼" x 9½" business size) for each property owner on the list.

All forms listed below are informational only and shall not be submitted.

These are available at: [DPLU Zoning Forms.](#)

90Z	Typical Plot Plan
247	Fish and Game Fees
298	Supplemental Public Notice Procedure
357	Large Scale Projects Guidelines
515	Public Notice Procedure
516	Public Notice Applicant's Guide
906	Signature Requirements
Policy I-49	BOS Policy Distribution of Notification of Land Use Hearings
ZC001	Defense and Indemnification Agreement
ZC004	Biological Mapping Requirements
ZC013	Determination of Legal Parcel

This application requires an appointment to file.

To schedule or cancel an appointment please call (858) 694-2262.

NOTES:

1. **Save each whole Study, Report, Plot Plan, Map, etc., as a single PDF file on CD(s).**
Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. Map to be folded as an insert in the back of the text.
3. Give applicant DPLU-319 (Notice of Application sign).
4. Give applicant DPLU-382 (Flagging Procedure for Projects).
5. A Major Project Pre-Application Meeting is MANDATORY prior to the submittal of this application.
6. At INTAKE: One (1) hard copy of the Major Pre-Application letter from DPLU or; One (1) hard copy of the form waiving the Major Pre-Application Meeting MUST be submitted by the applicant. (**Techs:** Check KIVA to be sure the applicant has completed a Major Pre Application Meeting. If not, we cannot accept the submittal).
7. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.
8. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into KIVA.